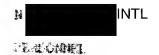
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GARPER SERVICE CONFERENCE 3 August 1994, 3:30 p.m. Auditorium, The Department of Agriculture

- 1. The Director has recently approved a number of important measures which significantly affect all employees of GIA and which implement the Approxy's personnel program.
- 2. The CIA Gereer Council, successor to the CIA Cereer Service Board, will held a conference in the Auditorium of the Department of Agriculture on Tuccday, 3 August, at 3:30 p.m. At this conference, executives, senior schainistrators and supervisors will have the coportunity to discuss the measures recently approved by the Director, present their problems and have their questions answered. The Director and the Deputy Director will be present.
- 3. All persons having questions to which they would like answers, should forward them by Friday, 23 July, to the Office of Personnel, Attention of Special Assistant for Career Service, Room 225, Curie Hall. lawing the meeting, impromptu questions will, of course, be received from the floor.
- to the Assistant Director for Personnel has general responsibility for planning this meeting and for ellocating attendance quotas among the various offices. At the same time, he will also distribute material applicable to the meeting in order that persons selected to attend the conference may familiarize themselves with the subject matter involved.

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will be those who are in the cost position (a) to convey out the Agency's personnel policy in respect to their office, (b) to convey the results of the conference to other personnel in their office and (c) to improve the executive, administrative and personnel estions of the Agency. Within the limits set by the assigned quotes, all executives and supervisory officials down to and including Brench Chiefs and their deputies shall attend. These personnel should hold themselves in readiness and shall

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make no conflicting engagements.

L. A. Shite Deputy Director (Administration)

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